

SO 1.42 Court Administration Fund.

I. OVERVIEW

The Court Administration Fund for this District is a non-appropriated fund established by the judges of the court by order filed September 14, 1989 as the "Library Fund." By subsequent order of June 6, 1990, confirming action of the judges on May 15, 1990, the fund was renamed the Court Administration Fund (the "Fund"). The Fund has been and shall continue to be administered in accordance with that certain letter memorandum and GUIDELINES FOR NON-APPROPRIATED FUNDS MAINTAINED BY THE COURTS OF THE UNITED STATES issued by the Director of the Administrative Office of the United States Courts dated October 7, 1981, or any revisions or replacements thereof which may issue (The "Guidelines").

II. FUNDING, USE OF FUNDS AND ISSUANCE OF CHECKS

A. The monies constituting the Fund may only be disbursed for the purposes set forth in the Guidelines.

B. The Fund shall be used for such purposes as inure to the benefit of the Bench and Bar in the administration of justice which are determined by this Court to be appropriate.

C. Prior to admission to the bar of this court, each attorney shall pay a fee of \$25, which amount shall be in addition to the statutory fee for administering the oath of office and issuing the certificate of admission. These funds shall be credited to the Court Administration Fund.

D. Two signatures shall be required on all checks. One of these two signatures must be by a district judge. The authorized signatures are: (1) the Clerk of Court, (2) the Chief Deputy, (3) the Financial Administrator, (4) the Financial Specialist, and (5) any District Judge.

III. FUND OVERSIGHT

A. The Clerk of Court shall remain as the designated Custodian of the Fund.

B. There is hereby established the Court Administration Fund Advisory Committee, which shall consist of the Clerk of Court, the Chief Judge of the District, another active Article III Judge of the District, and one member of the Bar, to be chosen by majority vote of the Advisory Committee.

C. At least annually, the Fund shall be informally audited by the Advisory Committee, using such outside professional expertise as may be necessary under the circumstances.

D. The Custodian shall provide an interim accounting for all additions to and disbursements from the Fund at each business meeting of the judges of this Court, but no less often than annually, and in writing. The Custodian shall certify the report as correct.

E. The Fund always remains subject to audit by the Administrative Office of the United States Courts.

IV. MISCELLANEOUS

This Standing Order supercedes all previous orders regarding the establishment, administration or oversight of the Fund.